



MISSION OF THE IGEM PROGRAM

The mission of the IGEM program is to advance new technologies, scientific developments, and or industry changing services to commercialization. Commercialization is the process of transforming concepts, prototypes, and services into viable market products. IGEM accomplishes its mission by strategically sponsoring commercialization research at Idaho’s public universities. To be eligible for an IGEM grant, an established partnership must exist between an Idaho public research university (BSU, ISU, and UI) and an industry partner(s). The partnership must be focused on leveraging research to advance the new technology, product, service, etc.

BROWSER REQUIREMENTS

All IGEM applications must be submitted online using the Department of Commerce’s Community Grants Portal. New users must contact the IGEM Program Manager for access to the portal. This portal functions best in Windows Firefox, Google Chrome, or Apple Safari. The portal will not function properly in Internet Explorer (IE).

REQUIRED FORMS

In addition to the online application, the following forms are required when submitting an IGEM grant application. It is strongly suggested the applicant download these forms and complete them prior to beginning the application process. The applicant will be required to upload where indicated in the application process.

- Budget Form
- Powerpoint Presentation
- Terms and Conditions

ELIGIBLE APPLICANTS

There are three (3) public research institutions eligible to apply for IGEM grants. They are:

- Boise State University (BSU)
- Idaho State University (ISU)
- University of Idaho (UI)

APPLICATION SCHEDULE

The IGEM program accepts applications year round with the scheduled submission deadlines noted below. Review sessions will be scheduled after the submission deadline to evaluate the IGEM grant applications. Please note: The IGEM Council may convene an additional review session if it is in the best interest of the IGEM program. The IGEM Council is the entity with the authority to award and determine grant funding. All submission deadlines are subject to available funds.

The submission deadlines are as follows:

- September 30, 2016
- February 3, 2017
- May 5, 2017

APPLICATION REVIEW AND CONSIDERATION

All IGEM applications are reviewed by the IGEM Program Manager for completeness. Applications meeting IGEM’s prerequisites are forwarded to members of the IGEM Council and the Investment Subcommittee (ISC) for independent member scoring and evaluation. Application scores are aggregated and the ISC further vets the applications. The ISC makes recommendations for the IGEM Council’s consideration. In the final step of the review process, the IGEM Council convenes to hear teams present their IGEM research projects. Historically, the IGEM Council has rendered funding decisions during the final step of the review process.



APPLICATION CRITERIA

To initially qualify for an IGEM grant, the following must exist:

- Collaborative partnership between industry and one of Idaho's three public research universities (BSU/ISU/UI);
- Acknowledgement in working toward the development and commercialization of a concept, theory, service, technology, product, etc.;
- Agreement that research conducted by the University will propel and advance the development and commercialization of said viable technologies into the market.

Evaluation and scoring by the IGEM Council and the ISC focus on the project's business elements:

- Project details
- Project position in current and future markets
- Project partners, capabilities, expertise, and research resources.

PROPRIETARY INFORMATION

Business records and information provided to the Idaho Department of Commerce ("Commerce") are subject to public disclosure under the Idaho Public Records Law (Idaho Code §9-337 *et seq.*), and Idaho Code § 67-4708, unless specifically exempt from public disclosure. Commerce shall consider any records or information exempt from public disclosure as confidential ("Confidential Information").

The Applicant shall declare and identify each individual document it considers confidential and exempt from public disclosure. The Applicant shall mark each page of all such documents as "confidential – proprietary information". Commerce will not accept a legend or statement on one (1) page that all, or substantially all, of a document is exempt from disclosure. If answers to questions on the application contain proprietary or confidential information take the following action:

- print out a completed copy of the application;
- indicate the information that is proprietary or confidential by highlighting those sections;
- upload the marked documents where indicated in the application.

For program specific information please contact:

Carmen Achabal
IGEM Program Manager
carmen.achabal@commerce.idaho.gov
208-780-5146

For assistance using the Commerce portal please contact:

Cindy Lee
Grants & Contacts Manager
cindy.lee@commerce.idaho.gov
208-780-5143



Application Overview

Amount Requested
Title of Proposed Project
Short Project Description

Applicant Information

- Question 1 Project Start Date
- Question 2 Project End Date
- Question 3 University Principal Investigator (project director's) name
- Question 4 University Principal Investigator's title
- Question 5 University Principal Investigator's email
- Question 6 University Principal Investigator's office phone number
- Question 7 University Principal Investigator's mobile phone number
- Question 8 University Co-Principal Investigator(s) name
- Question 9 University Co-Principal Investigator(s) title
- Question 10 University Co-Principal Investigator(s) email
- Question 11 University Co-Principal Investigator(s) office phone numbers
- Question 12 University Co-Principal Investigator(s) mobile phone number
- Question 13 List any additional University Co-Principal Investigator's names and titles
- Question 14 State and explain the University's vested interest in this project.
- Question 15 Legal entity name for the industry partner
- Question 16 Industry partner project director's name
- Question 17 Industry partner project director's title
- Question 18 Industry partner project director's email
- Question 19 Industry partner project director's office phone number
- Question 20 Industry partner project director's mobile phone number



- Question 21 List any additional industry partners, including names, titles, and company affiliations if different than the primary industry partner.
- Question 22 State and explain the industry partner's vested interest in this project.
- Question 23 What financial investment has the industry partner contributed to this project prior to applying for IGEM funds?
- Question 24 If no financial investment has been made to date, please explain why there has been no investment by the industry partner.
- Question 25 What is the proposed industry partner's financial investment if an IGEM grant is awarded to this project?
- Question 26 Upload a resume or curriculum vitae for each of the people named above.

Project Details

- Question 27 In layman terms, explain the technology, product, or service you wish to commercialize. What will the research prove/disprove, quantify, validate, etc.?
- Question 28 What steps have been taken to commercialize this technology?
- Question 29 Please provide a summary of the project's business plan or an overview of how you plan to take this product to market.
- Question 30 Upload the completed budget form.
Please note: Inclusion of consultants, 3rd party vendors, subcontractors, hotels, conferences, meals, extreme tuition costs, etc. must be substantiated as a vital budgetary item for the success of the project.
- Question 31 Upload the PowerPoint slide deck presentation.

Know Your Market

- Question 32 Provide a brief description of the industry and market this research project is entering.
- Question 33 What new technology or advancement of existing technology is this project introducing to the market?
- Question 34 What are the current inadequacies, shortcomings, or gaps in the market that this project/product will solve? Describe how prevalent these shortcomings are in the market.



- Question 35 Explain the key competitive advantage(s) of this project/product to others in the marketplace. For example lower cost, quality, etc.
- Question 36 What key competitive advantage(s) does this project hold in removing barriers to entry? For example: intellectual property, patents or provisional patents, first to market, time, etc.
- Question 37 Explain how the market will adopt this solution in lieu of current solutions/products. What is needed for the market to adopt this solution?

Partners & Research

- Question 38 How and why were these partners selected (University and industry)? Why is the Principal Investigator(s) best suited to lead this project? How is the industry partner positioned to lead this project?
- Question 39 How does this project fit within the University's "wheelhouse"? Please identify the core competency(s) this project enhances.
- Question 40 Define the roles and responsibilities the industry partner(s) has with this project. Define the role and the responsibilities the University has with this project. Explain the relations between the partners.
- Question 41 Describe any opportunities that may be created from this IGEM project. For example: additional research funding, joint ventures, etc.
- Question 42 Explain the potential revenue to be generated by this project that will directly benefit Idaho and/or explain the type and number of potential jobs this project will create in the next 5 to 10 years. For example: licensing, royalties, etc.
- Question 43 Has this project received other research funding (SBIR, private investment, etc.)? If so, please identify the specific funding sources. Receipt of other funding does not preclude this project from IGEM funding consideration.
- Question 44 If the project experienced a progressive pause or was shelved, please explain the circumstances preventing the project from advancing. If paused or shelved, why is this project now seeking funding?

University & Industry Partner Contractual Agreement

- Question 45 Has the University and the industry partner(s) signed into a contractual agreement(s)? If YES, upload a copy of each contractual agreement associated with this project. If NO, the applicant is directed to submit a copy of any agreement enacted within the duration of this IGEM project.



Proposed Milestones

MILESTONES are used to identify key performance goals for the research project. Please identify the key milestones that will be accomplished if approved for IGEM funding. Keep in mind: IGEM grants are slated for 1 year in duration. The IGEM Council will consider projects with a 2 year maximum.

Question 46 Milestone 1

Question 47 Milestone 2

Question 48 Milestone 3

Question 49 Milestone 4

Question 50 Milestone 5

Question 51 Use this space to upload any additional documents you think may benefit your application.

Proprietary Information

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Question 52 The Applicant shall declare and identify each individual document it considers confidential and exempt from public disclosure. Upload the marked application and/or other marked documents here.

Submission

Your identity has been authenticated through the login process with a unique email address and password available only to you. You agree that by typing your name, title, and date below, you are electronically signing the application. By electronically signing the application, you acknowledge and represent that you understand and accept all the terms and conditions stated within the application and declare that the information provided is true and that the documents you are submitting in support of your application are genuine and have not been altered in any way.

Question 53 Type your name

Question 54 Type your title

Question 55 Type the date

Question 56 I have read and accept the grant terms and conditions available on the grant instructions page under “Required Forms”. I am authorized to, or have received authorization to, accept the grant terms and conditions on behalf of the University.



Review & Submit

Required questions are indicated with a red bar in the application. Please review your application for “FY17 Idaho Global Entrepreneurial Mission (IGEM)” and be sure you have answered all the required questions. Your responses are summarized below using the following status icons.